



**St Giles International Highgate,  
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**ST GILES  
HIGHGATE**

**DISCIPLINARY POLICY AND ADVICE FOR  
STUDENTS AGED 14 TO 17**

## **Disciplinary Policy for students aged 14 to 17**

We would like all of our students to enjoy their time in and out of the school. We have a responsibility to look after you and make sure you are safe during your time with us.

Please remember, if you have any problems, big or small, at school, with your accommodation or with your health then please tell a member of staff and we will help you solve the problem. You can also ask your parents or guardian to speak to us – We are always here to help.

To help us keep all of our students safe we have some rules and advice that we would like you to follow.

### **1. RULES**

#### **Attendance**

- We expect our students to come to all their lessons on time and to attend all their lessons.
- If you are late for two or more lessons in a week we will ask you to meet with the Under-18 Welfare Officer or Director of Studies.
- If you miss a lesson we will call your host family immediately to speak to you. When you return to school our under-18 Welfare Officer will speak to you.
- If you are ill and cannot come to school you must phone the school number: +44 208 340 0828. The school's emergency number is: **07796 552 488**. Please do not email or text!
- If you start to miss lessons we will contact your parents/guardian to discuss the situation.

#### **At the school**

- In your lessons, please do not use your mobile phone or tablet for personal messaging, telephoning, surfing the internet or anything not related to the lesson.
- Please do what your teachers ask you to do.
- Bad language, fighting and bullying are not allowed.
- Please do not wear clothing with offensive or insulting images or words. Clothing should be respectful to the staff and students, and should not be too revealing
- Misuse of computers to harass or abuse students or staff is prohibited. Misuse of computers to visit inappropriate web sites or download inappropriate material is prohibited.
- Please wear the yellow wrist band you were given on your first day when you are at the school and on social activities organised by the school.
- Please carry your St Giles student card at all times.
- Our Under-18 Welfare Officer will meet with you on a regular basis to check that you are OK. All under-18s must attend these meetings.

#### **At your host family**

- Please follow any rules your host family give you.
- Give your host family your mobile phone number and take your host family's number.

- If you go out, make sure your mobile phone is fully charged.
- You must be back at your homestay for dinner every evening. If you are going to be late, tell your host family in good time. If you are not back at your host family on time – for dinner or for your curfew time, the hosts will telephone the school. The school may then call the police and/or your parents or guardians.
- Do not walk home alone at night. Take a taxi, or go with a friend. Always call a licensed taxi company. If you want to take a taxi from the street only take licensed London black taxis. **Never get into a taxi with someone who approaches you to offer a taxi service.**
- If you go out in the evening or at the weekend, you must tell your host family where you are going and with whom. Give your host family a telephone number or address where you can be contacted at all times.
- **If you are 14 or 15** and you wish to go out in the evening or at the weekend you must be accompanied by another student under the age of 18, or with a member of the school staff, or with an adult who has been approved by your parents, guardians or the school. We ask your host family to make sure you go with this person or that you go to an arranged meeting point to wait for this person.
- **If you are 14 or 15** you must be back at your host family by 21.00 Sunday to Thursday and 22.00 on Friday and Saturday, unless you are attending a school social event and you return by approved taxi, in which case you must return to your host family by 22.30.
- **If you are 16 or 17** you must be back at your host family by 23.00 Sunday to Thursday, and 00.00 on Friday and Saturday.

### **In your free time**

- **If you are 14 or 15** and have a Smartphone you should download the following app: <https://www.life360.com/family-locator/>. On your first day we will make sure you have downloaded the app and we will help you to set it up. This should always be left on during your free time. This will enable the school to know where you are in an emergency. If you do not have a Smartphone, please tell the school office on your first day and the school will lend you a Smartphone (a £50 deposit is charged and will be returned to you at the end of the course provided that the phone is returned undamaged) to keep with you at all times – please make sure it is charged and switched on every day.
- In your free time you cannot leave London without written permission from your parents/guardian and the school. The school will need to know where you wish to go, when you wish to go, how you will travel and who you will be with. If you do leave London without this permission, the school will treat the situation very seriously. We will discuss this with your parents/guardian and we may have to ask you to leave the school.

## Other

- Smoking – it is illegal to buy cigarettes/tobacco if you are under 18 and it is illegal to smoke cigarettes if you are under 16.
- Under-16s are not allowed to smoke either at the school or outside the school
- Students aged 16 and 17 are not allowed to smoke at the school or at their homestay, unless the school has received written permission from their parents or guardians.
- Alcohol – You may not enter any pubs, bars or nightclubs. It is illegal to buy and/or drink alcohol if you are under 18. It is also illegal for someone over the age of 18 to buy or try to buy alcohol for you.
- Using or having illegal drugs is strictly not allowed. If someone offers you drugs always say NO!
- Dangerous objects—you must not carry any kind of weapon (for example, a long knife or a gas/liquid spray) in a public place.
- Shoplifting—Shops have good security systems, and they will always call the police when they catch someone stealing.
- In the UK, the age of sexual consent is 16.
- St Giles will treat any criminal offences, for example theft, damage to property seriously.
- St Giles does not tolerate racial, sexual or other harassment.
- St Giles will treat seriously any attempts to either promote terrorism or violent extremism or to make or encourage students to take part in such activities in the school or in the community.
- St Giles will treat seriously any behaviour which might reasonably be considered to put the physical or mental wellbeing of yourself or other students and staff, hosts and/or their family at risk or harm.

## 2. CONSEQUENCES

The consequence of not following the rules may include some or all of the following:

### **Stage 1:**

Meet with a member of the school management (Director of Studies and/or Principal) and receive a first verbal warning

### **Stage 2:**

Meet with the Principal and receive a second (written) warning

### **Stage 3:**

Phone call from the school to your parents/guardians  
Letter from the school to your parents/guardians

### **Stage 4:**

Cancellation of your course  
The school will ask your parents/guardians to arrange your flight home

### **3. Student Agreement to St Giles International Highgate Under-18 Disciplinary Policy**

#### **To the student:**

Student Name:

Date of Birth:        /        /

As a student with St Giles International Highgate, we require you to agree to our Disciplinary Policy, and accept our rules and the local laws that may restrict your activities while studying with St Giles International Highgate. Please complete this form and sign it, then return it to St Giles International Highgate.

I ..... agree to follow the **rules** of St Giles International Highgate listed above.

By signing this agreement, I recognise that breaking any of the above stated rules can result in the disciplinary action listed in this policy and may result in my immediate expulsion from the course.

Student's Signature:

Date:

#### **To the parent/guardian:**

I, the parent/guardian of the above student, agree with the St Giles International Highgate Disciplinary Policy and also agree to respect the rules of St Giles International Highgate.

Name of parent/guardian

Parent's Signature:

Date:

**Please return this form to St Giles International Highgate.**